

Job Opportunities for January 13, 2012

Help Wanted

[Administrative Assistant](#) - Sussex County Association of Realtors

[Administrative Support](#) - Atlantic Sands Hotel

[Automotive Sales Consultants](#) - Boulevard

[Bookkeeper](#) - Visbal

[Center Director](#) - CHEER

[Certified Medical Assistant](#) - Urgent Care Facility

[Dental Assistant](#) - Endodontic Office

[Designer \(Graphic / U.I.\)](#) - Knowland Group

[Front of House Staff](#) - Finbar

[Hair Stylist, Colorist, Nails](#) - Salon Milton

[LPN/MA](#) - Medical Practice

[Massage Therapist](#) - One Spirit Massage Studio

[Medical Assistant](#) - Medical Practice

[Medical Assistant or CNA](#) - Mid-Atlantic Family Practice

[Medical Office Positions](#) - Lewes Practice

[Medical Receptionist](#) - Physical Therapy Office

[Medical Receptionist/Assistant](#) - Office

[Optician](#) - Eye Care Office

[Real Estate Sales](#) - Coldwell Banker

[RN](#) - Cadia Rehabilitation-Renaissance

[RN Case Manager](#) - Delaware Hospice

[RN with ACLS](#) - Cedar Tree Surgical Center

[RN's, CNA's](#) - Delaware Hospice

[Servers](#) - Cadbury at Lewes

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**ADMINISTRATIVE
ASSISTANT**

*Professional Trade Association located in
Georgetown is seeking a full-time
Administrative Assistant.*

Candidate must have

- Excellent verbal and written communication skills
- Highly organized
- Able to work in a fast-paced environment.
- Proficient with various computer software applications, including Microsoft Office.
- Experience providing a wide variety of advanced administrative support and familiarity with Sussex County preferred.

Fax résumé to: 302-855-2319 or
e-mail to: ruth@scaor.com
by JANUARY 30, 2012.
NO PHONE CALLS PLEASE.

Sussex County Association of Realtors
23407 Park Avenue
Georgetown, DE 19947

Email: ruth@scaor.com



ADMINISTRATIVE SUPPORT

Full-time, Mon-Fri
(some Saturdays required)

Key administrative support position.

Requirements: excellent spelling and grammar, "people" personality, attention to detail, solid basic computer skills plus ability to learn hotel-specific software.

We need a smart, friendly, business-like administrator to support our sales team in an interesting, exciting, fast-paced organization.

If you have the skills outlined above, learn fast, enjoy meeting new people and believe in customer service and meeting deadlines,

Please send your résumé to

chrisg@atlanticsandshotel.com

or fax to (302) 227-5574.

The Atlantic Sands Hotel and Conference Center
is an Equal Opportunity Employer.

Email: chrisg@atlanticsandshotel.com



Boulevard

LINCOLN

AUTOMOTIVE SALES CONSULTANTS

- No Automotive Sales Experience Necessary
- Prior Customer Service or Sales Experience Preferred
- Requires Good "People Skills"
- Must Have A Willingness To Learn
- Basic Computer Skills Required
- Salary Plus Bonus Plan

**To schedule an interview,
email résumé & contact info to:
jimb8@boulevardauto.com**

Email: jimb8@boulevardauto.com

**EXPERIENCED
BOOKKEEPER
WANTED**

- Part Time
- Knowledge of QuickBooks a must.

Call
(302) 645-9075
9 AM - 5 PM
Mon. - Fri.



CENTER DIRECTOR

Local non-profit agency seeking experienced
Center Director.

- 2 year degree in Human Services required.
- Exp. in planning, organizing and carrying out activities in the center.

Contact:

CHEER, INC.

546 South Bedford Street
Georgetown, DE 19947
(302) 856-5187

CERTIFIED MEDIAL ASSISTANT

**Urgent care facility has
immediate opening.**

Must have experience,
basic patient care & injection
administration.

Some evening & weekend hours.

**Fax résumé to:
(302) 947-4417**



Email: DCEM144@Yahoo.com

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Business Development Solutions for the Global Hospitality Industry

DESIGNER

(GRAPHIC / U.I.)
LEWES, DE

The Knowland Group is seeking a Designer to assist in developing new user interfaces for internet applications.

We will train the right person, but all applicants must have basic Photoshop experience and excellent computer skills. Must be dedicated, hardworking, and dependable!

We offer outstanding benefits and competitive salary.

Please apply and upload your résumé to our website:

www.knowlandgroup.com

Website: <http://www.knowlandgroup.com>



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FINBAR is looking for Front of House Staff

*Experience with craft brews &
raw bars helpful.*

*Experience in serving &
bartending preferred.*

**Apply via email only at
bar1873@aol.com**

Email: bar1873@aol.com

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AT

SALON MILTON

- No service charge to stylist
- Flexible hours • Paid vacation

Aveda / Pureology

Apply to: salonmilton@aol.com

Or call: (302) 684-1880

Email: salonmilton@aol.com

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*Busy Medical Practice
has an opening for*

LPN/MA

Part time / Full time

**Must be computer literate
& EMR experience a plus**

Send résumé to:

P.O. Box 163 • Nassau, DE 19969



*One Spirit
Massage Studio*

Looking for a

**NATIONALLY
CERTIFIED
MASSAGE
THERAPIST**

to join our team at
One Spirit Massage
Studio.

Please send résumé to
Att: Mark Thompson
at
OneSpiritMassage@aol.com
or mail to:
169 Rehoboth Ave.
Rehoboth Beach, DE
19971

Email: OneSpiritMassage@aol.com

EXPERIENCED

**MEDICAL
ASSISTANT**

for busy medical practice.
FULL TIME

- Computer experience required.
- EMR experience preferred.

Fax résumé to:
Practice Manager
(302) 644-9088



Accepting résumés for:

MEDICAL ASSISTANT



or
CNA

mid-atlantic
family practice

- Medical Assistant or CNA
Course completion required
- Must be skilled in administering injections
- Computer skills required
- Full time position with benefits
- Medical office experience preferred
- Some evening & Saturday hours

Fax or mail resume:

Mid-Atlantic Family Practice

ATT: Human Resources

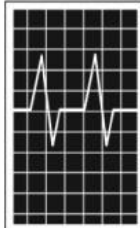
20251 John J. Williams Hwy.

Lewes, DE 19958

Fax: 302-644-6872

EOE

MEDICAL POSITIONS AVAILABLE



Multi-physician
medical office in
Lewes is accepting
résumés for the
following positions:

MEDICAL
Secretary Receptionist
NURSE - RN or LPN
NURSE PRACTITIONER

- Experience required
- Basic computer skills necessary
- Part Time and Full Time available

Mail résumé to:

Résumés

PO Box 472

Nassau, DE 19969

LOOKING FOR
***Experienced
Medical
Receptionist***
***for
Physical Therapy
Office
located in Milford***

Email résumé to
[kschaeffer@](mailto:kschaeffer@usphclinic.com)
[usphclinic.com](mailto:kschaeffer@usphclinic.com)

Email: kschaeffer@usphclinic.com

**MEDICAL
RECEPTIONIST/
ASSISTANT**

- Part time & full time opportunity
- Perform office duties; phone triage, patient check-in
- Scheduling patient appointments & tests
- Must know medical technology
- Must be computer savvy with strong communication skills
- Must be able to multi-task
- Retirees welcome

***Send résumé, references
& PT or FT preference to:***
Medical Receptionist/Assistant
P.O. Box 213
Lewes, DE 19958

optician

Skills and duties

- General computer skills
- Managing and dispensing
- Vision plans handling - Customer service
- Patient satisfaction
- Experience preferred

We offer:

- Friendly environment
- Growth opportunity
- Competitive benefits package

Send résumés to:
optical464@gmail.com
OPTICIAN
P.O. Box 560
Nassau, DE 19969

Email: optical464@gmail.com

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Now is the time to consider the remarkable difference!

Opportunities Abound at Coldwell Banker

Exceptional support staff & non-competing manager

Amazing Success Builder program for our agents

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Start Date: January 23, 2012

Give me a call.

Paul Fedynich, Branch Vice President

302.537.3137 or PaulFed@cbmove.com

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*Classes start soon. Call for information
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Coldwell Banker Residential Brokerage
39682 Sunrise Court; Bethany Beach, DE 19930

Email: PaulFed@cbmove.com

 **Cadia**
Rehabilitation

RN

**3 PM - 11 PM &
11 PM - 7 AM shifts**

If you are energetic, hard working and have a positive attitude and enjoy what you do, stop by and complete an application.

Cadia Rehabilitation-Renaissance is a beautiful 130 bed state-of-the-art skilled nursing facility.

We are currently accepting applications.

CADIA REHABILITATION - RENAISSANCE
26002 John J. Williams Hwy.
Millsboro, DE 19966
or
Fax résumé to:
Teresa Owens (302) 947-4202

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"It's the people we help"

This was the #1 reply from our incredible staff when we asked them what makes a career with Delaware Hospice so special.



RN CASE MANAGER

**Sussex County
Homecare - F/T**

Join us as we Celebrate Life!

To apply on-line and learn more about our opportunities and the benefits of working for our Joint Commission accredited hospice organization, visit us at:
delawarehospice.org

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Drug test & criminal background check required.

choice
care
comfort
DELAWARE HOSPICE
Since 1983

Website: <http://delawarehospice.org>

Ambulatory surgery center
is currently seeking a

Full-Time RN

ACLS Preferred
Mon. - Fri. Days Only



Please fax résumé to
**Cedar Tree
Surgical Center**
(302) 945-9732
ATTENTION: NENA

"It's the people we help"



*This was the #1 reply from our
incredible staff when we asked them
what makes a career with
Delaware Hospice so special.*

RN'S & CNA'S



Delaware Hospice Center

*Full Time - (Day & Evening)
and PRN Opportunities are
currently available!.*

*Join us as we
Celebrate Life!*



To apply on-line and learn
more about our opportunities
and the benefits of working for
our Joint Commission accredited
hospice organization, visit us at:
delawarehospice.org

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Drug test & criminal background check required.

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comfort*

DELAWARE
HOSPICE
Since 1983

Website: <http://delawarehospice.org>



Server/Wait Staff Part-Time, Year-Round

Great opportunity for retirees!

Serve residents in the dining room and relate to residents and staff in a courteous manner. Must be able to work flexible hours and participate in holiday activities.

We offer competitive wages, a great benefits package and paid time off!

E-mail resume to alux@cadbury.org
or apply in person at
17028 Cadbury Circle,
Lewes, DE 19958. EOE



Caring Connected Cadbury

www.cadbury.org

Website: <http://www.cadbury.org>


Email: alux@cadbury.org

Career Building Listings

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|--|-------------------------------|-----------------------|--------|
| Bill Payment Specialist | AAA Mid-Atlantic | Wilmington, DE | Jan-13 |
| CUSTOMER ACCOUNT REPRESENTATIVE - 01152 - MILFORD, DE. | Rent-A-Center Stores | Milford, DE | Jan-13 |
| Customer Service Representative - Claymont DE #1148 | Rent-A-Center Stores | Claymont, DE | Jan-13 |
| TRUCK DRIVER, NEWARK, DE CDL A REQUIRED EG | Rent-A-Center Stores | Newark, DE | Jan-13 |
| Manager Trainee (20120047) | 84 Lumber | Delaware, DE | Jan-13 |
| Chief Inspector-New Castle Delaware | Hawker Beechcraft Corporation | New Castle, DE | Jan-13 |
| NOC Technician | Technisource | Wilmington, DE | Jan-13 |
| Technical Analyst | Technisource | Wilmington, DE | Jan-13 |
| Network Operations Analyst | Technisource | Wilmington, DE | Jan-13 |
| Human Resource Assistant | Charmer Sunbelt Group | New Castle, DE | Jan-13 |
| Neighborhood Sales Representatives | TruGreen | Wilmington, DE | Jan-13 |
| Territory Representative | Page Personnel | Wilmington, DE | Jan-13 |
| DRIVERS Dump Truck Drivers wanted | | Wilmington Region, DE | Jan-12 |
| Developer | Barclays Bank Delaware | Wilmington, DE | Jan-12 |
| Junior Accountant | Barclays Bank Delaware | Wilmington, DE | Jan-12 |

| | | | |
|---|----------------------------------|----------------|--------|
| Engage Account Manager - Feb 13 2012 | Discover Financial Services, Inc | New Castle, DE | Jan-12 |
| Manufacturing Technician 3 | Superior Technical Resources | Newark, DE | Jan-12 |
| Retail Sales Associate | Wireless Advocates | Newark, DE | Jan-12 |
| ECMO Coordinator | Nemours | Wilmington, DE | Jan-12 |
| Lead Registered Nurse, Jessup Street Primary Care | Nemours | Wilmington, DE | Jan-12 |
| CT/MRI Technologist, Sunday's | Nemours | Wilmington, DE | Jan-12 |
| Mechanical Engineer | Aerotek | Newport, DE | Jan-12 |
| Maintenance Mechanic | Aerotek | Milford, DE | Jan-12 |
| Administrative Assistant \$13.00-\$15.00/HR | Spherion Staffing Services | Wilmington, DE | Jan-12 |
| Nursing Unit Manager | CadiaHealthcare | Millsboro, DE | Jan-12 |

Delaware

Business Operations Director - Customer Fulfillment & Payments -  Chase


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Job type: Full-Time

About JPMorgan Chase: JPMorgan Chase & Co. (NYSE: JPM) is a leading global financial services firm with assets of \$2.3 trillion and operations in more...

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E commerce - Business Systems Analyst Sr. - [View similar jobs](#)  Chase

Job type: Full-Time

About JPMorgan Chase: JPMorgan Chase & Co. is a leading global financial services firm with assets of approximately \$2.0 trillion and operations in...

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E commerce - Business Process Lead - [View similar jobs](#)  Chase

Job type: Full-Time

About JPMorgan Chase: JPMorgan Chase & Co. is a leading global financial services firm with assets of approximately \$2.0 trillion and operations in...

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Digital Marketing Campaign Manager - [View similar jobs](#)  Chase

Job type: Full-Time

About JPMorgan Chase: JPMorgan Chase & Co. is a leading global financial services firm with assets of approximately \$2.0 trillion and operations in...

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Legal Secretaries/Paralegals/Legal Support Staff/Attorneys - [View similar jobs](#)  Robert Half Legal

Job type: Full-Time

Seeking dynamic legal professionals in and around Delaware.

Exciting opportunities are in your future. We are in search of the area's finest...

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| View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs) Email to a friend Configuration Management - View similar jobs Job type: Contractor We have an excellent opportunity for a Configuration Manager for a project in Wilmington, Delaware. Skills: Junior-level developer (intermediate)... | Randstad Technologies | DE - Wilmington | Today |
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Optometry Front Desk Strong org. skills, knowl. of vision ins. a must, exp'd, outgoing; strong, positive patient interaction, med. billing/proc'g; sal...

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[Veterinary Asst for busy, sm - View similar jobs](#)

Job type: Full-Time

Veterinary Asst for busy, sm. animal practice. Cand. should be good w/pets & their people, enthusiastic, reliable & prof'l. Client communication &...

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[MANAGER - ASSISTANT P/T Wanted for Self Storage facility - View similar jobs](#)

Job type: Full-Time

MANAGER - ASSISTANT P/T Wanted for Self Storage facility In Wilmington area. Need good sales skills and Computer proficiency. Email res to: employment...

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[INSTALLER/TEMPLATOR Masco Cabinetry's Counter top Division - View similar jobs](#)

Job type: Full-Time

INSTALLER/TEMPLATOR Masco Cabinetry's Counter top Division is seeking Granite Counter top Installers & Templators w/ prior exp. Construction exp. is a...

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[HVAC Sheet Metal Helper Min - View similar jobs](#)

Job type: Full-Time

HVAC Sheet Metal Helper Min. 2 yrs. exp. Must have valid drivers lic. & reliable trans. 302-764-2520 Source - Wilmington News Journal - Wilmington, DE...

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[ADMINISTRATIVE ASSISTANT PT pos - View similar jobs](#)

Job type: Full-Time

ADMINISTRATIVE ASSISTANT PT pos. 30 hrs/wk. Minimum HS diploma w/basic accounting/ bookkeeping experience. Nonprofit experience preferable. Must be...

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[Occupational Therapist - Per Diem - View similar jobs](#)

Job type: Full-Time

Nemours is seeking a per diem Occupational Therapist to join our team in Delaware. For more than 70 years, Nemours has been dedicated to achieving...

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[Store Manager - RadioShack - View similar jobs](#)

Job type: Full-Time

Store Manager Live up to your full potential. Are you looking for a rewarding management opportunity? We are currently seeking

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Nemours

RadioShack

experienced,...

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Accounting Consultant - [View similar jobs](#)

Job type: Contractor | Pay: \$35.00 - \$42.00/hour

Accounting Consultant 2 Positions Pay range- \$35-42/hour (pending on skills and experience) Location: WILMINGTON, DE 19805 Start Date:...



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Information
Systems

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Director - Information Security - [View similar jobs](#)



Chase

Job type: Full-Time

JPMorgan Chase & Co. (NYSE: JPM) is a leading global financial services firm with assets of \$2.1 trillion and operations in more than 60 countries....

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Drain Cleaner ~ Full time Great Benefits - [View similar jobs](#)

Horizon Services

Job type: Full-Time

Horizon Services, selected as one of the best places in Delaware to work, is growing again and has an immediate opening for a Drain Technician at our...

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Plumber- Full time- Great Monthly Bonuses! - [View similar jobs](#)

Horizon

Job type: Full-Time

Horizon Services, selected as one of the best places in Delaware to work, is growing again and has an immediate opening for a Service Plumber with 4...

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Corporate Jet A&P Mechanic - [View similar jobs](#)



Aerotek

Job type: Full-Time

Job Classification: Contract Our client in the Wilmington, DE region is seeking a corporate A&P MechanicCandidate must have and A&P license and...

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Process Engineer - [View similar jobs](#)



Chase

Job type: Full-Time

JPMorgan Chase & Co. (NYSE: JPM) is a vibrant, healthy financial services firm that is poised for additional growth. Ranked among the "Most Admired..."

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Mainframe Developer - [View similar jobs](#)

Mitchell/Martin, Inc.

Job type: Contractor

Mainframe Developer Needed for Premier Financial Firm. Title: Mainframe Developer Location: Delaware Length: 6 Months + Compensation:...

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BA/System Analyst - View similar jobs

Job type: Contractor

6-12+ month contract in wilmington delaware Senior BA / System Analyst with a Health Care Insurance background, CBAP preferred...

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HVAC Operations Manager - View similar jobs

Horizon Services

Job type: Full-Time

About the Job: The HVAC Operations Manager will manage 30+ employees and over \$6 Million in revenue and be responsible for coordinating HVAC services...

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Quality Assurance Analyst - View similar jobs

Kforce

Job type: Contractor

Responsibilities: This role is responsible for work related to technical projects or program teams from initiation through implementation, including:...

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Teradata Developer - View similar jobs

Kforce

Job type: Contractor

Responsibilities: As a Teradata Developer, you will provide high quality technology solutions that address business needs by developing applications...

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Quality Assurance Analyst - View similar jobs

Kforce

Job type: Contractor

Responsibilities: This role is responsible for work related to technical projects or program teams from initiation through implementation, including:...

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Field Counsel - View similar jobs



Liberty Mutual Group

Job type: Full-Time

Liberty Mutual Group "Helping people live safer, more secure lives" since 1912, Boston-based Liberty Mutual Group is a diversified global insurer and...

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QC Technician - View similar jobs



Lab Support, a division of On Assignment

Job type: Full-Time

Lab Support has an immediate contract need for a Quality Technician in the Delaware area. This position will be responsible for: • Perform...

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Administrative Assistant II - View similar jobs

FCC Environmental

Job type: Full-Time

FCC Environmental, one of the world's largest environmental organizations, is seeking an Administrative Assistant II for

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the Wilmington, DE facility...

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House Front Desk Agent - Hotel duPont - [View similar jobs](#)

Job type: Contractor

DuPont is a global Fortune 100 company, operating in 70 countries today. We are looking for people who have a passion for delivering innovative,...

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Expanding Firm-Marketing.Advertising-PAID TRAINING - [View similar jobs](#)

Job type: Full-Time

Expanding Advertising Firm- Marketing. Advertising. Sales Are you looking for a solid career that offers stability and unlimited growth potential...

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QA Tester - [View similar jobs](#)

Job type: Full-Time

Job Classification: Contract Our client in Wilmington,DE is looking for a QA Tester . They are looking for someone who can help with their current...

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Senior Content Editor - [View similar jobs](#)

Job type: Full-Time

About JPMorgan Chase: JPMorgan Chase & Co. (NYSE: JPM) is a leading global financial services firm with assets of \$2.3 trillion and operations in more...

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Nursing Unit Manager - [View similar jobs](#)

Job type: Full-Time

UNIT MANAGER Cadia Rehabilitation Pike Creek, a 130-bed licensed skilled care facility located in Pike Creek, Delaware is searching for an...

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[Job \(View Saved Jobs\)](#) [Email to a friend](#)

Transmission Line Engineer - [View similar jobs](#)

Job type: Full-Time

Our Power Delivery Services business unit currently has an opportunity for a Transmission Line Engineer in its Wilmington, Delaware office. • This...

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Corporate Service Team Member - [View similar jobs](#)

Job type: Full-Time | Pay: \$45k - \$50k/year

CORPORATE SERVICE TEAM MEMBER EXPERIENCED ONLY PLEASE

A global Legal Services Company located in north Wilmington, DE is in search of a Corporate...

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DuPont Company

IMMEDIATE HIRE

 TEKsystems, Inc

 Chase

CadiaHealthcare

Sargent & Lundy

Network Search

DE -
Wilmington Yesterday

DE -
Wilmington Yesterday

DE -
Wilmington Yesterday

DE -
Wilmington Yesterday

DE -
Wilmington Yesterday

DE -
Wilmington Yesterday

DE -
Wilmington Yesterday

Technical Analyst - View similar jobs

Job type: Full-Time

Seeking experienced Technical Analyst for long term position located in Wilmington, DE. Analyst will provide all proactive and reactive monitoring of...

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Job (View Saved Jobs) Email to a friend

Technical Analyst - View similar jobs

Job type: Full-Time

Seeking experienced Technical Analyst for long term position located in Wilmington, DE. Analyst will provide all proactive and reactive monitoring of...

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Job (View Saved Jobs) Email to a friend

Data Center Technician - View similar jobs

Job type: Contractor

Seeking experienced Network Technician for long term role located in Bear, DE. Ideal candidate will possess strong knowledge of basic networking and...

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Job (View Saved Jobs) Email to a friend

NOC Technician - View similar jobs

Job type: Full-Time

Seeking experienced Network Analyst for a long term role located in Wilmington, DE. Ideal candidate will have previous NOC experience and experience...

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Job (View Saved Jobs) Email to a friend

Client Manager Employee Benefits – Wilmington, DE - View similar jobs

Job type: Full-Time

Willis Group Holdings plc is a leading global insurance broker, developing and delivering professional insurance, reinsurance, risk management,...

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Job (View Saved Jobs) Email to a friend

Project Manager - View similar jobs

Job type: Contractor | Pay: \$30.00 - \$40.00/hour

The A&F Group is currently seeking a Project Manager for a large financial services company in the Newark, DE area! This is a great opportunity to...

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Legal Secretaries/Paralegals/Legal Support Staff/Attorneys - View similar jobs

Job type: Full-Time

Seeking dynamic legal professionals in and around Delaware. Exciting opportunities are in your future. We are in search of the area's finest...

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Patent Analyst - View similar jobs

Job type: Full-Time



Technisource

DE -
Wilmington

Yesterday



Technisource

DE -
Wilmington

Yesterday



Technisource

DE -
Wilmington

Yesterday



Technisource

DE -
Wilmington

Yesterday

Willis North America

DE -
Wilmington

Yesterday



Integrity Staffing
Solutions, Inc

DE -
Newark

Today



Robert Half Legal

DE -
Newark

Today



Aerotek

DE -
Newark

Yesterday

Job Classification: Contract The Patent Analyst would responsible for reading, revising, and writing drug polymer patents. A qualified candidate...

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Rep, Phlebotomy Services -PT- Newark, DE - [View similar jobs](#)

Quest Diagnostics

Job type: Part-Time | Pay: \$12.00 - \$19.00/hour

There's quite a distance between wondering and knowing. And for patients waiting for answers to important health questions, it's a road they want to...

DE -
Newark

Yesterday

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Ironworker - [View similar jobs](#)

 Aerotek

Job type: Full-Time | Pay: \$20.00 - \$25.00/hour

Job Classification: Contract Our client is currently seeking a qualified Ironworker with excellent welding abilities. Candidates must have experience...

DE -
Newark

Yesterday

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Resident Service Director @ Newark, DE (306200-645) - [View similar jobs](#)

Five Star Quality Care

Job type: Full-Time

Somerford House of Newark, located in Newark, DE is seeking a team oriented, management level professionals to serve as our Resident Service Director...

DE -
Delaware

Yesterday

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Specialist, Dispatch Operations - [View similar jobs](#)

AAA Mid-Atlantic

Job type: Full-Time

Requisition #: 8266.1 Career Level: Entry Exemption Type: Non-Exempt Schedule Required: 24/7 operations centerSchedule to be determined Job...

DE -
Newark

Yesterday

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Account Executive - Newark (RR) - [View similar jobs](#)

Windstream

Job type: Full-Time

Join our team and take your career to the next level. Windstream is a communications and technology solutions provider with operations in 29 states...

DE -
Newark

Yesterday

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Sr Actuarial Analyst Job - [View similar jobs](#)

Coventry Health Care

Job type: Full-Time


Facility: 10000 - Coventry Health Care - Corp Job Title: Sr Actuarial Analyst Posting Location: DE - Newark Location: DE - Newark Employment Status...

DE -
Newark

Yesterday

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Network Technician - [View similar jobs](#)

 Technisource

Job type: Contractor

Seeking experienced Network Technician for longer term role located in Bear, DE. Ideal candidate will possess strong knowledge of basic networking...

DE -
Newark

Yesterday

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Jobs) Email to a friend

HHAs and CNAs Needed for Evening Hours 7p-12a - View similar jobs

Job type: Full-Time

CNAs and HHAsHome Health Aides and Certified Nurses Aides Needed for New Castle CountyJOB DESCRIPTION:Our continued growth has created several job...

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Human Resource Assistant - View similar jobs

Job type: Full-Time | Pay: \$13.00 - \$15.00/hour

POSITION SUMMARY Supports Human Resources by performing a high level of administrative activities associated with the Human Resources function...

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Physical Therapist Assistant - PTA - View similar jobs

Job type: Full-Time

POSITION: Physical Therapist Assistant DEPARTMENT: Rehabilitation Services REPORTS TO: Facility Rehab Coordinator SUMMARY OF POSITION: To...

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Telemarketing Sale Representative - View similar jobs

Job type: Contractor

Responsibilities: This position requires the candidate to learn the basic insurance terminology and apply this knowledge with handling calls. All...

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Customer Service Telephone Agents - View similar jobs

Job type: Contractor

Responsibilities: This position performs customer service duties, handling a large volume of incoming calls including handling irate inquiries....

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Maintenance Mechanic - New Castle - View similar jobs

Job type: Full-Time

About Us: Nixon Uniform Service & Medical Wear has immediate openings. We are the largest and fastest growing regional medical textile rental...

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Advanced Clerical Associate - View similar jobs

Job type: Contractor

Responsibilities: In this role, you will have the following activities, duties, and functions: Review source documents and enters, verifies, and...

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CNA / Certified Nursing Assistant - Healthcare - View similar jobs

Job type: Full-Time

As a Certified Nursing Assistant (CNA), you will have the unique opportunity to positively impact our residents every day. You will



Bayada Nurses

DE - New
Castle Today

Charmer Sunbelt Group

DE - New
Castle Today

ProStep Rehabilitation

DE - New
Castle Yesterday

Confidential

DE - New
Castle Yesterday

Confidential

DE - New
Castle Yesterday

Nixon Uniform Service &
Medical Wear

DE - New
Castle Yesterday

Confidential

DE - New
Castle Yesterday



Extendicare Health
Services

DE - New
Castle Yesterday

partner with...

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Human Resource Assistant - [View similar jobs](#)

Charmer Sunbelt Group

Job type: Full-Time | Pay: \$13.00 - \$15.00/hour

POSITION SUMMARY Supports Human Resources by performing a high level of administrative activities associated with the Human Resources function...

DE - New Castle Yesterday

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Youth Worker (Delaware) - [View similar jobs](#)

Job type: Full-Time/Part-Time | Pay: \$10.50 - \$11.00/hour

NET is searching for Youth Workers who are available to work either full-time from 2pm-10pm (weekends included) or on a temporary basis for the next...

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NorthEast Treatment Centers

DE - Bear Today

Quality Systems Manager - Medical Devices - [View similar jobs](#)

Job type: Full-Time | Pay: \$90k - \$110k/year

Quality Systems Manager - Medical Devices Global leader in the development and production of life saving medical devices seeks a Quality Systems...

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Apple & Associates

DE - Bear Yesterday

Part-Time Youth Worker (Deleware) - [View similar jobs](#)

Job type: Part-Time

NET is currently searching for part-time staff who will working evening and weekend hours at our locations in Bear, DE! Only those interested in part...

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NorthEast Treatment Centers

DE - Bear Yesterday

Patient Care Technician - [View similar jobs](#)

Job type: Full-Time

Fresenius Medical Care North America (FMCNA) has been a global leader in dialysis for over 25 years. With over 2,000 clinics located in communities...

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Fresenius Medical Care

DE - Newport Yesterday

Residential Sales Contractor - [View similar jobs](#)

Job type: Contractor

About Us Empire Today, LLC, is a leading home improvement and home furnishing shop-at-home company featuring quality name-brand Carpet, Flooring and...

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Empire Today, LLC

DE - Dover Today

Sales Coach - [View similar jobs](#)

Job type: Full-Time

Sales Coach Local Book Publishing, Inc. Local Book Publishing Inc. is recognized as the industry leader in producing some of the finest telephone...

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DE - Dover Yesterday

Wireless Retail Sales Consultant - [View similar jobs](#)

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

We R Wireless

DE - Dover Yesterday

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[Front Office Manager - View similar jobs](#)

Job type: Full-Time

Position Summary: Coordination of all Front Office operations, Front Desk agents, Switchboard and Bellmen. Front Desk Manager reports directly to the...

DE -
Dover Yesterday

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[Chief Maintenance Engineer - View similar jobs](#)

Job type: Full-Time

Duties include supervising the Maintenance Department and overseeing that all work orders placed by each department are taken care of within a...

DE -
Dover Yesterday

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[Environmental Services Director - ARAMARK Healthcare - Dover, DE - View similar jobs](#)



Aramark

Job type: Full-Time

ARAMARK is a leader in professional services, providing award-winning food services, facilities management, and uniform and career apparel to health...

DE -
Dover Yesterday

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[Wireless Retail Sales Consultant - View similar jobs](#)

We R
Wireless

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

DE - Dover
AFB Yesterday

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[Wireless Retail Sales Consultant - View similar jobs](#)

We R Wireless

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

DE -
Milford Yesterday

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[J2EE Developer - View similar jobs](#)

Synerfac
Technical Staffing

Job type: Full-Time

J2EE Developer...

DE -
Milford Yesterday

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[Wireless Retail Sales Consultant - View similar jobs](#)

We R
Wireless

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

DE - Rehoboth
Beach Yesterday

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[Wireless Retail Sales Consultant - View similar jobs](#)

We R
Wireless

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

DE - Bethany
Beach Yesterday

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Email to a friend

Wireless Retail Sales Consultant - View similar jobs

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

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We R

Wireless

DE - Fenwick
Island

Yesterday

Wireless Retail Sales Consultant - View similar jobs

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

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We R

Wireless

DE -
Milton

Yesterday

Wireless Retail Sales Consultant - View similar jobs

Job type: Full-Time

Verizon Wireless Premium Retailer We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories...

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We R

Wireless

DE - Georgetown
/Dagsboro / Rehoboth

Yesterday

Health & Safety Coordinator - View similar jobs

Job type: Full-Time | Pay: \$55k - \$65k/year

Job Classification: Direct Hire Aerotek is looking for an experienced Health & Safety Coordinator. This is a direct hire, permanent position. Our...

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 Aerotek

DE - Georgetown

Yesterday

Electrical Project Manager & Service Manager, Commercial Foreman - View similar jobs

Job type: Full-Time

Nickle Electrical Companies has the following openings: ELECTRICAL PROJECT MANAGER ELECTRICAL SERVICE MANAGER COMMERCIAL FOREMAN Georgetown,...

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Nickle

Electrical

DE - Georgetown

Yesterday

Wireless Retail Sales Consultant - View similar jobs

Job type: Full-Time

We R Wireless is currently looking for Retail Sales Consultants to sell and service wireless phones, accessories and service-based technology...

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We R Wireless

DE -
Millsboro

Yesterday

RN Wound Care Nurse - View similar jobs

Job type: Full-Time

Atlantic Shores is currently seeking an experienced, full time, wound care nurse. Preferably, a Registered Nurse with current wound care...

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Atlantic Shores
Rehabilitation & Health
Center

DE -
Millsboro

Yesterday

Weekend Staffing Coordinator - View similar jobs

Atlantic Shores

DE -

Yesterday

Millsboro

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Nanticoke Health
Services

DE -
Seaford

Yesterday

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ETS

MD -
Salisbury

Today

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Quality Staffing Services

MD -
Salisbury

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Quality Staffing Services

MD -
Salisbury

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MD -
Salisbury

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We R Wireless

MD -
Salisbury

Yesterday

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We R Wireless

MD -
Salisbury

Yesterday

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[Email to a friend](#)

Quest

MD -

Yesterday

| | | | |
|---|---|----------------|-----------|
| <p>Job type: Full-Time Pay: \$13.00 - \$20.00/hour</p> <p>There's quite a distance between wondering and knowing. And for patients waiting for answers to important health questions, it's a road they want to...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>Front Desk - View similar jobs</p> | Diagnostics | Salisbury | |
| <p>Job type: Part-Time</p> <p>Part-time, evenings & weekends at busy veterinarian office. Apply in person to: Salisbury Animal Hospital, Rt. 50 & Boundary St. No phone calls...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>Health & Safety Coordinator - View similar jobs</p> | Salisbury Animal Hospital | MD - Salisbury | Yesterday |
| <p>Job type: Full-Time Pay: \$55k - \$65k/year</p> <p>Job Classification: Direct Hire Aerotek is looking for an experienced Health & Safety Coordinator. This is a direct hire, permanent position. Our...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>Maintenance Mechanic - View similar jobs</p> |  Aerotek | MD - Salisbury | Yesterday |
| <p>Job type: Full-Time</p> <p>Plymouth Tube Company is seeking an experienced Maintenance Mechanic for our Salisbury plant. Focus is on trouble shooting & repairs of production...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>Site Network Administrator - View similar jobs</p> | Plymouth Tube Company | MD - Salisbury | Yesterday |
| <p>Job type: Part-Time</p> <p>Plymouth Tube Company is seeking a part-time Site Network Administrator. This position is for the support, maintenance & tuning of the facilities...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>CUSTOMER ACCOUNT REPRESENTATIVE - 01621 - SALISBURY, MD - View similar jobs</p> | Plymouth Tube Company | MD - Salisbury | Yesterday |
| <p>Job type: Full-Time</p> <p>Find the Career You Deserve, and help Hardworking People Get the Quality Home Merchandise They Deserve! Join Rent-A-Center, America's #1 Rent-to-...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>ASSISTANT MANAGER - EG - SALISBURY, MD - View similar jobs</p> | Rent-A-Center Stores | MD - Salisbury | Yesterday |
| <p>Job type: Full-Time</p> <p>Find the Career You Deserve, and help Hardworking People Get the Quality Home Merchandise They Deserve! Join Rent-A-Center, America's #1 Rent-to-...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>DRIVERS CDL-A DRIVE WITH PRIDE Up to \$3,000 Sign-On Bonus - View similar jobs</p> | Rent-A-Center Stores | MD - Salisbury | Yesterday |
| <p>Job type: Full-Time</p> <p>DRIVERS CDL-A DRIVE WITH PRIDE Up to \$3,000 Sign-On Bonus for Qualified Drivers! CDL & 6mo. OTR exp. REQ'D USA TRUCK 877-521-5775</p> <p>www.usatruck.jobs...</p> <p>View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs)</p> <p>Email to a friend</p> <p>DRIVER NEW CAREER FOR THE NEW YEAR! NO EXPERIENCE NEEDED! - View similar jobs</p> | | MD - Salisbury | Yesterday |
| <p>Job type: Full-Time</p> | | MD - Salisbury | Yesterday |

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www....

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[Senior RF Technician - View similar jobs](#)

Job type: Full-Time

Senior RF Technician For nearly two decades, DHPC Technologies has been devoted to supporting DOD and Fortune 500 firms with sensor technology...

MD -
Aberdeen Yesterday

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[Engineer / Project Manager - View similar jobs](#)

DHPC
Technologies, Inc.

Job type: Full-Time

Engineer/Project Manager For nearly two decades, DHPC Technologies has been devoted to supporting DOD and Fortune 500 firms with sensor technology...

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Aberdeen Yesterday

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[CommTech 1, Installation & Service - View similar jobs](#)

Comcast Cable

Job type: Full-Time

Tasks:• Performs reconnects, requested and non-pay disconnects, and changes of service, while adhering to: Comcast procedures and safe work practices,...

MD -
Aberdeen Yesterday

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[CommTech 1, Installation & Service - View similar jobs](#)

Comcast Cable

Job type: Full-Time

Tasks:• Performs reconnects, requested and non-pay disconnects, and changes of service, while adhering to: Comcast procedures and safe work practices,...

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[Junior Logistics Analyst- Chemical Biological Defense Program - View similar jobs](#)

URS Corporation

Job type: Full-Time

Interest Category: Logistics/ Supply/Procurement Job Description: This position is contingent on contract award.URS is seeking a Junior Logistics...

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[Junior Engineer - Chemical Biological Defense Systems - View similar jobs](#)

URS Corporation

Job type: Full-Time

Interest Category: Engineering Job Description: This position is contingent on contract award.URS is seeking a junior Engineer to perform a variety...

MD -
Aberdeen Yesterday

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Pennsylvania

[Registered Nurse, RN - Director of Care Coordination - View similar jobs](#)

General Healthcare
Resources

Job type: Full-Time

Registered Nurse, RN - Director of Care Coordination A local hospital healthcare organization is seeking a Director of Case Management for their...

PA -
Philadelphia Today

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Legal Secretaries/Paralegals/Support Staff/Attorneys - View similar jobs

Job type: Full-Time

Seeking dynamic legal professionals in and around King of Prussia.

Exciting opportunities are in your future. We are in search of the area's finest...

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[Jobs\)](#) [Email to a friend](#)

Welder - View similar jobs

Job type: Full-Time

We have a Welder position open in King of Prussia, PA 19406. The welder performs repairs and maintenance to vehicles and roll-off containers. Paints...

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[Jobs\)](#) [Email to a friend](#)

Operations Support Coordinator - View similar jobs

Job type: Full-Time | Pay: \$10.00 - \$14.00/hour

We have two positions in Memphis for an Operations Support Coordinator. These are TEMPORARY assignments, with no end date. Our client is a leading...

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[Jobs\)](#) [Email to a friend](#)

Senior Project Manager - View similar jobs

Job type: Contractor

This is a contract position for 6+ months with possible extension! Senior Project Manager will lead project teams to deliver multiple, simultaneous...

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[Jobs\)](#) [Email to a friend](#)

Summer Intern- Sales Engineer (Engineering major) - View similar jobs

Job type: Intern | Pay: \$15.00 - \$19.00/hour

Tozour Energy Systems is starting to interview for our 2012 summer internship spot. We are only considering engineering majors who are currently...

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[Jobs\)](#) [Email to a friend](#)

Retail Wireless Associate - King of Prussia, PA - Req. # : 55954 - View similar jobs

Job type: Full-Time

Category: Retail Education: High School Diploma/GED Experience: Entry, 0-2 years of experience Travel: 0 PURPOSE: Customer Service...

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[Jobs\)](#) [Email to a friend](#)

Retail Wireless Associate - King of Prussia, PA - Req. # : 56627 - View similar jobs

Job type: Full-Time

Category: Retail Education: High School Diploma/GED Experience: Entry, 0-2 years of experience Travel: 0 PURPOSE: Customer...

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[Jobs\)](#) [Email to a friend](#)

Staffing Manager/Recruiter - View similar jobs

Job type: Full-Time

RemX – The High Performance Partner Using a consultative approach, RemX provides staffing solutions to a wide range of companies, from



Robert Half
Legal

PA - Philadelphia Today

Republic Services,
Inc.

PA - King of Prussia Today



PRG
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RECRUITERS

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Tozour Energy
Systems

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Flextronics

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RemX Financial
Staffing

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Fortune...

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Account Executive - [View similar jobs](#)

Job type: Full-Time

RemX – The High Performance Partner Using a consultative approach, RemX provides staffing solutions to a wide range of companies, from Fortune...

RemX Financial
Staffing

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Provider Relations Coordinator - [View similar jobs](#)

Job type: Full-Time

About MedRisk Founded in 1994 and based in King of Prussia, PA., MedRisk, Inc. provides specialty managed care services and automated claims...

MedRisk, Inc.

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DataPower Administrator - [View similar jobs](#)

Job type: Contractor

Ref: 352485 QA Test Developer Industry: E-Commerce
Important Candidate must be able to read AND write JAVA...



The Judge
Group Inc

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Human Resource Generalist - [View similar jobs](#)

Job type: Full-Time

Tunnell Consulting integrates technical, process and organizational skills to boost the operating performance of manufacturing and service firms with...

Tunnell Consulting,
Inc

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Bill Review Manager - [View similar jobs](#)

Job type: Full-Time

About MedRisk Founded in 1994 and based in King of Prussia, PA., MedRisk, Inc. provides specialty managed care services and automated claims...

MedRisk, Inc.

PA - King of
Prussia Yesterday

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Bill Review Nurse - [View similar jobs](#)

Job type: Full-Time

Founded in 1994 and based in King of Prussia, Pa., MedRisk, Inc. provides specialty managed care services and automated claims workflow management...

MedRisk, Inc.

PA - King of
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Bill Review Supervisor - [View similar jobs](#)

Job type: Full-Time

About MedRisk Founded in 1994 and based in King of Prussia, PA., MedRisk, Inc. provides specialty managed care services and automated claims...

MedRisk, Inc.

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Senior Manager - Direct Mail Manufacturing - [View similar jobs](#)

Job type: Full-Time



Yellowbook

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Prepare and track the current \$25 M and growing direct mail publishing budget. Develop this new line of business by working with both existing and new...

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[J&M Retail Sales](#) - [View similar jobs](#)

Job type: Full-Time

RETAIL SALES Johnston & Murphy is looking for a hard working, forward thinking, sales driven person to join our team. This RETAIL SALES ASSOCIATE...

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[Customer Service Specialist](#) - [View similar jobs](#)

Job type: Full-Time

This is your opportunity to leverage your customer service and project management skills and join one of the largest providers of document management...

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[Restaurant Manager](#) - [View similar jobs](#)

Job type: Full-Time

Position: Restaurant Manager Department: Operations Reports to: General Manager Job Accountabilities : To oversee the operations of the...

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[Sous Chef](#) - [View similar jobs](#)

Job type: Full-Time

Position: Sous Chef Department: Operations Reports to: Chef PURPOSE: Prepares food to order according to recipe, procedures, quality and...

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[Application Engineer](#) - [View similar jobs](#)

Job type: Full-Time

Responsibilities: As a member of our IT team you will install, deploy, upgrade and maintain client's various applications to support our existing and...

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[Executive Assistant to SVP of HR](#) - [View similar jobs](#)

Job type: Full-Time | Pay: \$45k - \$60k/year

Job Classification: Contract Our client, a large pharmaceutical company, is seeking an Executive Assistant to the SVP of HR.Primary Duties and...

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[Satellite TV Technician](#) - [View similar jobs](#)

Job type: Full-Time

Do you enjoy physical indoor/outdoor work, talking with people, providing customer service and learning about new technologies? Then being a DISH...

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Restaurant &
Brewery

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Rock Bottom
Restaurant &
Brewery

PA - King of
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Kforce

PA - King of
Prussia Yesterday

 Aerotek

PA - King of
Prussia Yesterday

 DISH Network

PA - King of
Prussia Yesterday

Customer Service Representative - View similar jobs

Job type: Full-Time | Pay: \$16k - \$18k/year

Large manufacturing company seeking experienced Customer Service Representative to handle the following: --Order entry --Communicate with customers...

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Project Manager Assistant - View similar jobs Amerigas

Job type: Contractor

THIS IS A CONTRACTOR ROLE

LASTING 18 TO 24 MONTHS. Ameri Gas Propane is the nation's largest propane distributor, serving over 1.3 million...

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Systems Engineer - View similar jobs Kforce

Job type: Full-Time

Responsibilities: Essential Duties &

Responsibilities: Effectively communicate and interact with both functional and technical personnel in solving...

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Senior Software Engineer (.Net / C#) NextDocs - View similar jobs

Job type: Full-Time

NextDocs Corporation is the worldwide leader in providing Microsoft SharePoint based regulatory document and quality management software. NextDocs...

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HR Administrative Assistant - View similar jobs NextDocs

Job type: Full-Time

The HR Administrative Assistant is responsible for providing administrative support to the VP of Human Resources as well as the Recruitment Manager....

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Wireless Construction Managers - NESC

View similar jobs

Job type: Contractor | Pay: \$38.00 -



The Mergis Group

PA - King of Prussia Yesterday

PA - King of Prussia Yesterday

PA - King of Prussia Yesterday

PA - Philadelphia Yesterday

PA - King of Prussia Yesterday

PA - King of Prussia Yesterday

\$42.00/hour

Provides Contractor field planning coordination and oversight in support of the Project construction functions as required and directed by the...

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Entry Level Business Training - Sales and Marketing - [View similar jobs](#) [Adaptable Business Concepts](#)

Job type: Full-Time

We are one of the leading solution providers for a renowned energy and telecom company. Our client's contract with us to handle their promotional...

PA - King of Prussia

Yesterday

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Job type: Full-Time

We are one of the leading solution providers for a renowned energy and telecom company. Our client's contract with us to handle their promotional...

PA - King of Prussia

Yesterday

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Entry Level Business Training - Sales and Marketing - [View similar jobs](#) [Adaptable Business Concepts](#)

Job type: Full-Time

We are one of the leading solution providers for a renowned energy and telecom company. Our client's contract with us to handle their promotional...

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New Jersey

NEW MEDIA ASST: Unique firm in the Radio/Music industry seeks - [View similar jobs](#)

Job type: Full-Time

NEW MEDIA ASST: Unique firm in the Radio/Music industry seeks diligent N Media asst. Strong skills in HTML and CS4 or equiv. 1-2 yrs web-related exp...

NJ - Southern

Today

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| | | | |
|---|-------------------------------|--------------------------|-----------|
| Legal Secretaries/Paralegals/Legal Support Staff/Attorneys -  | Robert Half Legal | | |
| View similar jobs | | | |
| Job type: Full-Time | | | |
| Seeking dynamic legal professionals in and around South Jersey. Exciting opportunities are in your future. We are in search of the area's finest... | | NJ - Southern New Jersey | Today |
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| Job (View Saved Jobs) Email to a friend | | | |
| Entry Level Inside Sales Representatives - View similar jobs | CDW | | |
| Job type: Full-Time | | | |
| Entry Level Inside Sales Reps CDW is hiring Entry Level Inside Sales Representatives in Voorhees, NJ. Inside Sales Representatives build... | | NJ - Cherry Hill | Today |
| View full job description Save to MyCareerBuilder Saved | | | |
| Job (View Saved Jobs) Email to a friend | | | |
| Sales - Technical Recruiter – Staffing Sales Account Executive - View similar jobs | HireSource Solutions | | |
| Job type: Full-Time | | | |
| Sales - Technical Recruiter – Staffing Sales Account Executive HireSource Solutions was established in 2002 and has seen dramatic growth for each... | | NJ - Cherry Hill | Yesterday |
| View full job description Save to MyCareerBuilder Saved | | | |
| Job (View Saved Jobs) Email to a friend | | | |
| Immediate Recruiter Opportunity - View similar jobs | Randstad US | | |
| Job type: Full-Time | | | |
| Randstad's rapidly advancing client in the healthcare field is actively seeking a recruiter to join their team in the Cherry Hill area. The ideal... | | NJ - Cherry Hill | Yesterday |
| View full job description Save to MyCareerBuilder Saved | | | |
| Job (View Saved Jobs) Email to a friend | | | |
| Phone Sales & Service Collectibles Insurance Underwriter - View similar jobs | American Collectors Insurance | | |
| Job type: Full-Time | | | |
| American Collectors Insurance has been the nation's leading provider of collector vehicle and collectibles insurance for over 35 years. We strive to... | | NJ - South Jersey | Yesterday |
| View full job description Save to MyCareerBuilder Saved | | | |
| Job (View Saved Jobs) Email to a friend | | | |
| Senior Project Engineer - View similar jobs | Peak Technical Staffing USA . | | |
| Job type: Full-Time | | | |
| Senior Project Engineer Position: Senior Project Engineer Type: Direct Location: Cherry Hill, NJ Senior Project Engineer Job Description... | | NJ - Cherry Hill | Yesterday |
| View full job description Save to MyCareerBuilder Saved | | | |
| Job (View Saved Jobs) Email to a friend | | | |
| Postgres Database Administrator - View similar jobs | | | |
| Job type: Full-Time Pay: \$75k - \$115k/year | | | |
| Develop high performance relational databases to store content, user personalization information, and billing/tracking data, etc. Develop and... | | NJ - Cherry Hill | Yesterday |
| View full job description Save to MyCareerBuilder Saved | | | |
| Job (View Saved Jobs) Email to a friend | | | |
| Online Sales & Service Collectibles Insurance Underwriter - | American Collectors | NJ - South Jersey | Yesterday |

| | | | |
|---|--|---|-----------|
| View similar jobs | Insurance | | |
| Job type: Full-Time | | | |
| American Collectors Insurance is a recognized leader and innovator in our industry. With over 35 years of experience, we provide affordable agreed... | | | |
| View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs) Email to a friend | | | |
| CUSTOMER SERVICE REPRESENTATIVE - View similar jobs | American Collectors Insurance | | |
| Job type: Full-Time | | | |
| American Collectors Insurance is a recognized leader and innovator in our industry. With over 35 years of experience, we provide affordable agreed... | | NJ - Cherry Hill | Yesterday |
| View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs) Email to a friend | | | |
| Agency Sales Trainer - Guide Insurance Agents to Great Sales! - View similar jobs | Farmers Insurance | | |
| Job type: Full-Time | | | |
| Agency Sales Trainer - Guide Our Insurance Agents to Successful Sales! If you're a an outgoing professional that is dedicated, hard-working and... | | NJ - Cherry Hill | Yesterday |
| View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs) Email to a friend | | | |
| assistant store manager - View similar jobs |  Starbucks USA | | |
| Job type: Full-Time | | | |
| Job Summary and Mission This job contributes to Starbucks success by assisting the store manager in executing store operations. This job assists... | | NJ - Cherry Hill | Yesterday |
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| Technical Service Manager - View similar jobs |  Global Employment Solutions Inc. | | |
| Job type: Full-Time Pay: \$80k - \$90k/year | | | |
| Technical Services Manager Printed Products Inks / Film / Coating / Converting World Class manufacturer of products that are in your home has an... | | NJ - Cherry Hill | Yesterday |
| View full job description Save to MyCareerBuilder Saved Job (View Saved Jobs) Email to a friend | | | |
| Restaurant Manager - View similar jobs |  Gecko Hospitality | | |
| Job type: Full-Time Pay: \$30k - \$45k/year | | | |
| Immediate Need for Restaurant Managers! As we approach our 40th year in business, we've grown to thousands of locations across the world. In that... | | NJ - Cherry Hill, Camden, Pennsauken, Moorestown, Marlton | Yesterday |
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| NOTICE EMPLOYMENT OPPORTUNITY SCHOOL DISTRICT - View similar jobs | | | |
| Job type: Full-Time | | | |
| NOTICE EMPLOYMENT OPPORTUNITY SCHOOL DISTRICT COMPTROLLER - BA/BS Accounting, Business Admin or Public Admin. Must pass criminal background check.... | | NJ - Southern | Yesterday |
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| MAINTENANCE SUPER Prof'l mgmt co seeking outgoing P/T or F/ - View similar jobs | | NJ - Southern | Yesterday |

Job type: Full-Time

MAINTENANCE SUPER Prof'l mgmt co seeking outgoing P/T
or F/T maint super for superlative & meticulously kept
residential/ofc bldg in downtown...

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RESTAURANT SERVER Fine Dining, outstanding income -

View similar jobs

Job type: Full-Time

RESTAURANT SERVER Fine Dining, outstanding income
oppty at upscale rest for exp'd indiv w/plsnt pers. Lunch &
Dinner FT/PT, bnfts avail. GG's...

NJ - Southern

Yesterday

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Job (View Saved Jobs) Email to a friend

State of Delaware Jobs:

| | | | | | | |
|---|--|-----------------------|-----------------------------------|---|------------------------------------|--|
| Engineer I 122911-MFBC01-550800 | DelDOT Administration Building: (800 Bay Road, Dover, DE, 19901) | Kent | DOT/Transportation Solutions | Yearly: \$46,431/Min - \$54,800.00/Mid | Friday, January 13 11:59 PM | Recruitment Status |
| Budget and Program Analyst 010512-MABZ30-350100 | Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720) | New Castle | DHSS/Administration | Yearly: \$53,482.00/Min - \$66,852.00/Mid | Friday, January 13 11:59 PM | Recruitment Status |
| Information Systems Support Specialist 010612-MADZ05-351000 | Churchman's Corp Ctr: (84 Christiana Road, New Castle, DE, 19720) | New Castle | DHSS/Child Support Enforcement | Yearly: \$43,657.00/Min - \$54,571.00/Mid | Friday, January 13 11:59 PM | Recruitment Status |
| Telecommunications/Network Technician III 010612-MADF03-350100 | DE Hospital for the Chronically III: (100 Sunnyside Road, Smyrna, DE, 19977) | Kent | DHSS/Administration | Yearly: \$43,657.00/Min - \$54,571.00/Mid | Friday, January 13 11:59 PM | Recruitment Status |
| Registered Nurse II - III 070811-MDGB02-200900 | Delaware Veterans Home: (100 Delaware Veterans Boulevard, Milford, DE, 19963) | Kent | State/Veterans Home | Yearly: RN II \$45,371/Min - \$57,534/Mid; RN III \$51,018/Min - \$65,868/Mid | Sunday, January 15 11:59 PM | Recruitment Status |
| Program Compliance Specialist 010512-MDBZ19-350100 | Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720) | New Castle | DHSS/Administration | Yearly: \$33,305.00/Min - \$41,631.00/Mid | Monday, January 16 11:59 PM | Recruitment Status |
| Social Service Specialist II 010512-MDDO02-350500 | Williams State Service Center: (805 River Rd, Dover, DE, 19901) | Kent | DHSS/Public Health | Yearly: \$27,186.00/Min - \$33,983.00/Mid | Monday, January 16 11:59 PM | Recruitment Status |
| Laundry Manager 010512-MCAD03-350600 | Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720) | New Castle | DHSS/SAMH | Yearly: \$33,305.00/Min - \$41,631.00/Mid | Monday, January 16 11:59 PM | Recruitment Status |
| Trainer/Educator III 010912-MACC03-370100 | Delaware Youth and Family Ctr: (1825 Faulkland Rd, Wilmington, DE, 19805) | New Castle | SCYF/Mgt Sup Svcs | Yearly: \$43,657.00/Min - \$54,571.00/Mid | Monday, January 16 11:59 PM | Recruitment Status |
| Administrative Specialist I 010312-MAAA01-600600 | Fox Valley: (4425 N Market St, Wilmington, DE, 19802) | New Castle | DOL/Unemployment Insurance | Yearly: \$25,409.00/Min - \$31,761.00/Mid | Tuesday, January 17 11:59 PM | Recruitment Status |
| Social Services Technician 010512-MDDZ56-350700 | Northeast State Service Center: (1623 Jessup St, Wilmington, DE, 19802) | City of Wilmington | DHSS/Social Services | Yearly: \$23,749.00/Min - \$29,686.00/Mid | Tuesday, January 17 11:59 PM | Recruitment Status |
| Registered Nurse III (Nurse Recruiter) 010512-MDGB03-351400 | DE Hospital for the Chronically III: (100 Sunnyside Road, Smyrna, DE, 19977) | Kent | DHSS/Svcs Aging&Adults | Yearly: \$51,018.00/Min - \$65,868.00/Mid | Tuesday, January 17 11:59 PM | Recruitment Status |
| Child Support Specialist I | Churchmans Center: | New Castle | DHSS/Child Support | Yearly: \$31,129.00/Min - | Tuesday, | Recruitment |

| | | | | | | |
|--|---|------------|--------------------------------|---|--------------------------------|------------------------------------|
| 010912-MDDA01-351000 | (84A Churchmans Rd, New Castle, DE, 19720) | | Enforcement | \$38,911.00/Mid | January 17 11:59 PM | Status |
| Motor Vehicle Support Supervisor 010912-MBCB04-551100 | Public Safety Admin Building: (303 Transportation Circle, Dover, DE, 19901) | Kent | DOT/Motor Vehicles | Yearly: \$31,129.00/Min - \$38,911.00/Mid | Tuesday, January 17 11:59 PM | Recruitment Status |
| Correctional Officer/Youth Rehab Food Service Specialist I 010912-MCBB01-370500 | Stevenson House: (Rt 113, Milford, DE, 19963) | Kent | SCYF/Youth Rehabilitation Svcs | Yearly: \$27,186.00/Min - \$33,983.00/Mid | Tuesday, January 17 11:59 PM | Recruitment Status |
| HVAC/Refrigeration Technician 010312-MCCZ16-100200 | Georgetown Oper Maint: (23708 Shortly Road, Georgetown, DE, 19947) | Sussex | Executive/OMB | Yearly: \$31,129.00/Min - \$38,911.00/Mid | Wednesday, January 18 11:59 PM | Recruitment Status |
| Engineering/Planning/Surveying Technician I (Inspector) 011012-MFBA01-550400 | North District: (39 East Regal Boulevard, Newark, DE, 19713) | New Castle | DOT/Maintenance & Operations | Yearly: \$23,749.00/Min - \$29,686.00/Mid | Wednesday, January 18 11:59 PM | Recruitment Status |
| Corporations Assistant 011112-MAAB02-200500 | Townsend Building: (401 Federal St, Dover, DE, 19901) | Kent | State/Corporations | Yearly: \$25,409.00/Min - \$31,761.00/Mid | Wednesday, January 18 11:59 PM | Recruitment Status |
| Social Services Technician 010512-MDDZ56-350701 | Laurel State Service Center: (31039 Poplar Street, Laurel, DE, 19956) | Sussex | DHSS/Social Services | Yearly: \$23,749.00/Min - \$29,686.00/Mid | Thursday, January 19 11:59 PM | Recruitment Status |
| Constable 010912-MBBZ01-21300 | New Castle Constable Central: (c/o Justice o/t Peace Court No 11, New Castle, DE, 19720) | New Castle | Jud/Justices of/t Peace Courts | Yearly: \$27,186.00/Min - \$33,983.00/Mid | Thursday, January 19 11:59 PM | Recruitment Status |
| Correctional Counselor 011212-MDDP01-380400 | Sussex Correctional Inst: (500 S. Dupont Blvd., Georgetown, DE, 19947) | Sussex | DOC/Prisons | \$31,129.00/Min - \$38,911.00/Mid **Hazardous Duty Pay Level B, \$1,100/year | Thursday, January 19 11:59 PM | Recruitment Status |
| Youth Rehabilitation Counselor I 011212-MDDV01-370500 | NCC Detention Center: (963 Center Rd, Wilmington, DE, 19805) | New Castle | SCYF/Youth Rehabilitation Svcs | Yearly: \$25,409.00/Min - \$31,3761.00/Mid | Thursday, January 19 11:59 PM | Recruitment Status |

CHESAPEAKE JOBS LISTING

January 13, 2012

CAREER SERVICES **Office of Student Services**

P.O. Box 8 Wye Mills, MD 21679

(410) 822-5400, 758-1537, or 228-4360, ext. 303

The Office of Career Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Career Services at (410) 822-5400, 758-1537, or 228-4360, ext. 303.

A Plus Success (552) is looking for **Tutors** to work with a group of 5 students and follow *A Plus Success* curriculum to help students at Sandy Hill and Maple Elementary schools in Cambridge. The program is to help students that are struggling in reading and/or Math. **Compensation:** starting at \$18 an hour; two or three days a week, afterschool at the school. **Apply:** If you are interested in a tutoring position, please email your resume' to yohannes@aplussuccess.com or call Yohannes Woldehanna at (703) 566-9533 (cell). (Date listed: 1/4/12).

Baltimore City Police Department (417) Take the Civil Service Test every Tuesday at 12:30 PM & 6:00 PM. **Police Officer Trainee** – Academy Pay: \$41,290 and **After Graduation** Base Pay: \$42,290. **Location:** Baltimore Police Headquarters, Recruitment Unit, 601 E. Fayette St., Baltimore, MD 21202. **Minimum Requirements:** 20 ½ years of age; possess a valid driver's license; United States citizen and wear business attire. **Benefits:** Medical and Dental; 12 paid vacation & 14 paid holidays; retirement plan and deferred compensation plan. For more information call 877-PRIDE-PD or www.baltimorepolice.org. (Date listed: 8/11/11 - ongoing).

Bender Consulting Services, Inc. (133) is currently hiring bright, enthusiastic individuals with disabilities to work with the Federal government in the Washington, DC Metro area, Philadelphia, PA, Harrisburg, PA. Bender specializes in providing freedom through competitive employment. As an individual with disabilities herself, CEO and host of "Disability Matters" on voiceamerica.com, Joyce Bender believes that all qualified people should be given equal work opportunities. Apply now if you are interested in career opportunities with the Federal government. Positions are available in the following fields: *Accounting, Administrative Support, Aviation, Business Administration, Computer Science, Contracts, Criminal Justice, Cyber Security, Electrical Engineering, Engineering, Facilities Management, Finance, General Sciences, Healthcare Policy, Human Resources, Information Technology, Languages, Language Analysis, Law, Logistics, Management Analysis, Mathematics, Research and Analysis.* People with disabilities EMBRACE YOUR INDEPENDENCE by applying now. Contact Sherry Homme at 412-446-4447; shomme@benderconsult.com or resume@benderconsult.com. (Date listed: January/2012-ongoing)

Caregivers (247) Caregivers needed. There is free registration at www.care4hire.com to search for Babysitting, Housekeeping, Tutoring, Elder/Companion Care, Pet Sitting, and other miscellaneous services. There are jobs available throughout the United States and Canada. mail@care4hire.com, 402-379-7811. (Date listed: January/2012-ongoing).

Chesapeake Bay Maritime Museum's 2012 Internship Program is seeking:

- **2012 Folklife Intern** (547) **Department:** Center for Chesapeake Studies; Intern Supervisor: CBMM Folklorist. **Scope:** The Folklife Intern will work with CBMM staff to assist in the development of the fourth Chesapeake Folk Festival on July 28, 2012. He/she will organize and implement sections of the festival as well as assist on other festival sections as needed. **Proposed Intern Schedule:** 10-13, ideally beginning no later than May 29. Length of internship can be finalized with the department supervisor at the time of the job offer. **Intern Goals and Responsibilities:** Develop sections and narrative stages for festival; work with the staff to assist in the development of other festival areas as needed; oversee installation of areas of festival and draft text for festival signage and guidebook. **Requirements:** Must hold US citizenship. Current enrollment in a graduate or undergraduate degree program in Education, Museum Studies, History, Folklore, or related field Oral history documentation

experience; ability to work with diverse audiences including children, families, volunteers, and older adults; strong written and communication skills; experience with Windows applications; ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines; enthusiastic and customer satisfaction oriented personality and flexible hours; availability to work some weekends. **Stipend:** Full time interns are paid a stipend of \$150 per week. Interns are paid for holidays, but not for time lost due to illness or personal leave. Co-ed, shared housing may be available to interns on an as needed basis; a \$50 refundable housing deposit must be made at time of signed intern agreement. **Application Date:** Applications are due by close of business **Friday, February 24, 2012.** Notice of acceptance for intern positions will be made by Monday, March 26, 2012.

- **2012 Education Intern (548) Department:** Education; Intern Supervisor: Director of Education. **Scope:** The Education Intern will work with the Education Staff to plan, teach, and evaluate summer education programs as well as expand future offerings. S/he will also create new content for and participate in summer festivals, assist in educational program promotion, and provide support for initiatives of the Education Department as needed. **Proposed Intern Schedule:** 10 – 13 weeks in the summer between June and September. **Intern Goals and Responsibilities:** Work with the staff to assist, instruct and evaluate 6-week Kids Club program; assist staff with planning, programming and implementation of our annual summer festivals; assist Education Department with marketing of school programs; develop and present family activities for summertime "Visitor Experience Initiative"; review, evaluate and revise the Family Activity Bag; and interpret using both thematic tours as well as building interpretation techniques. **Requirements:** Must hold US citizenship. Current enrollment in a graduate or undergraduate degree program in Education, Museum studies, or related field; Experience working with small children; ability to work with diverse audiences including families, volunteers, and older adults; strong communication skills and the ability to speak in public settings; experience with Windows applications; ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines; enthusiastic and customer satisfaction oriented personality and flexible hours; availability to work some weekends. **Application Dates:** Applications are due by close of business **Friday, February 24, 2012.**
- **2012 Curatorial Intern (549) Department:** Curatorial; Intern Supervisor: Curator, Collections Manager. **Length of Internship:** 10-13 weeks. **Scope:** Catalog and rehouse manuscript, photograph, or object collections. Learn data entry and research use of museum's collections management database. Assist with exhibition or program research. Assist visiting researchers and help with museum special events. **Proposed Intern Schedule:** 10-13 weeks beginning Monday, June 4, 2011; Monday-Friday, 9 a.m.-5 p.m. Length of internship can be finalized with the department supervisor at the time of the job offer. **Intern Goals and Responsibilities:** Goal is to provide an introduction to museum collections management and a variety of museum curatorial work. Expectations include attendance, the completion of accurate and complete catalog records, and proper handling of artifacts. Interns may also be asked to assist with museum special events on one or two weekends during the course of the internship; understand departmental and museum operations and policies; learn and improve specific collections and research skills and become familiar with the museum's collections resources. **Requirements:** must hold US citizenship. Current enrollment in a graduate or undergraduate degree program in history, art history, anthropology, museum studies, or a related discipline preferred; ability to work with diverse audiences including children, families, volunteers, and older adults; strong written and communication skills; experience with Windows applications; ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines and ability to lift up to 40 pounds. **Application Dates:** Applications are due by close of business **Friday, February 24, 2012.** Notice of acceptance for intern positions will be made by Monday, March 26, 2012.

Application Procedure: The following additional items are required to complete your application. Do not staple any of the required materials; they can be affixed with a paper clip if necessary. We will not accept emailed applications. A cover letter indicating the internship for which you are applying; A statement of no more than 500 words (two typewritten pages, double-spaced), which explains how the Chesapeake Bay Maritime Museum internship fits with your background and career goals. Include the reasons for your choice of specific departments or programs for an internship. Also describe what you hope to achieve from the experience and what you believe you can contribute; two letters of recommendation; official copies of your

most recent transcripts; your resume and a recent writing sample. Additional information can be found on our website: www.cbmm.org. Mail Applications to: Robert Forloney, Director of the Kerr Center for Chesapeake Studies, Chesapeake Bay Maritime Museum, Navy Point, P.O. Box 636, St. Michaels, MD 21663, 410.745.4959, rforloney@cbmm.org, www.cbmm.org. (Date listed 12/16/11).

Chesapeake College beginning February 6, 2012, will be recruiting for the following positions. **Resumes will be reviewed until the position is filled.**

- **Mathematics Instructor (543) Salary:** Based on qualifications and experience. **Description:** Faculty member will teach a variety of mathematics classes, with approximately half of teaching assignments in developmental mathematics instruction. **Required:** Master's degree with at least 15 graduate credits in mathematics. Experience teaching mathematics to variety of student populations in traditional and modular, computer-based formats; willingness to teach in daytime and evening programs at two campus locations. **Desired:** Demonstrated experience in teaching developmental mathematics courses, community college teaching experience, knowledge of learning theories and diverse learning styles, ability to work cooperatively with colleagues, course redesign, use of MyMathLab/MyLabs+, online teaching, ability to teach 200 level math courses, assessment experience; ability to work cooperatively with other members of the college community and knowledge of and commitment to the community college mission.
- **Instructor of English (544) Salary:** Based on qualifications and experience. **Description:** Primary teaching responsibility in development English classes; help lead implementation of a revised sequence of course offerings. **Required:** Master's degree in English, Composition/Rhetoric or related area with emphasis in teaching basic writing; demonstrated commitment to teaching developmental students. Faculty member will teach primarily Developmental English courses. **Desired:** Background in teaching reading and experience in teaching college composition useful, as well as knowledge of learning theories, learning styles, alternative delivery systems, and assessment preferred. Experience working with diverse student population and a willingness to teach a diverse schedule is desired; ability to work cooperatively with other members of the college community and knowledge of and commitment to the community college mission.
- **Instructor of Psychology (545) Salary:** Based on qualifications and experience. **Description:** Responsible for teaching General Psychology, Human Growth and Development, Abnormal Psychology, and courses in Human Services program. **Required:** Master's degree in Psychology; experience teaching psychology at the undergraduate level; experience teaching Human Growth and Development and Abnormal Psychology. **Desired:** The ability to teach courses in Human Services program, including instruction to human services, substance abuse, group dynamics, and interviewing; a willingness to teach at various campuses/times to include night classes and in electronic as well as face-to-face formats and actively support the department in the textbook selection, assessment of student learning outcomes, and program reviews are desired; ability to work cooperatively with other members of the college community; knowledge of and commitment to the community college mission.
- **Instructor of Business (546) Salary:** Based on qualifications and experience. **Description:** Accepting applications for a full-time economics/business faculty position available beginning August 2012. Responsibilities include conceiving, designing, planning, implementing, and evaluating the learning activities of students in entry level business and economics courses. **Required:** Master's degree in Economics, Business or related field. **Desired:** Doctorate degree and Community college teaching experience are both desired.

Apply: For best consideration, please send a cover letter & resume to hr@chesapeake.edu. Please reference the job to which you are applying in the subject heading. (Date listed: 12/16/11).

Chesapeake College is an equal opportunity employer who values the power of diversity and the strength it brings to the workplace.

Chesapeake College, (530) Division of Continuing Education & Workforce Training's "Kids on Campus" program is recruiting "hands on", experienced instructors for Engineering, CSI, Culinary, Architecture & Structural Engineering and Computer Software Applications (Animation software, SketchUp) for 2012 Kids on Campus program. The Program is designed for children entering grades 1 through 11.

- One-week sessions will run June 27 – August 10th (multiple courses run each week)
- Both ½ day and full-day courses offered
- Competitive compensation, plus supply budget
- Scheduling classes so call NOW!!!

Contact Anne Slater, Director 410-827-5810 or amslater@chesapeake.edu. (Date listed: 1/13/12).

Chimes, Inc. (568) is expanding services to people with intellectual and developmental disabilities on Maryland's Eastern Shore. We are seeking a **Director of Programs** who will be responsible for the development and operation of the IFC, FISS and CSLA programs. The Director will be responsible for: Recruitment, certification, and placement activities; supervision and support of care providers and independent contractors/health care agents and the services provided to individuals served. The Director will act as the primary liaison to the community, governmental and other provider agencies within the Eastern Shore geographical areas of service. **Requirements:** Effective communication skills, both oral and written, one to one and groups; effective decision-making and problem solving skills; supervisory and staff development skills; effective management skills with an ability to plan and implement systems that are consumer focused, outcome oriented and ensures quality service delivery; demonstrates business acumen in decision-making; ability to work independently and collaboratively with others; ability to prioritize and manage multiple tasks effectively; ability to analyze data, recommends corrective action, and adapts quality assurance systems and assessment tools to regulatory standards and Agency policies and procedures; demonstrates integrity and ethical standards in job performance; expertise in developing, writing, implementing and reviewing individual plans that incorporate measurable goals, and focus on consumer advocacy and knowledge of regulatory standards, government benefits and other resources with ability to access same for individuals served. **Qualifications:** Bachelor's degree preferred and a minimum of 2 years experience in a health related field, preferably working with programs for people with intellectual and developmental disabilities. Progressively responsible experience in program development and/or operations. Management experience preferred. Preference will be given to applicants who have experience living and working on the Eastern Shore, have knowledge of state regulations and experience accessing and coordinating services within the Region for IDD individuals. Must be proficient in technology to include MS Word and computer applications to include, but not limited to: email, scheduling, internet research, compilation and analysis of data. Must have a car and acceptable driving record as determined by criteria established by the Agency's insurance carrier and by Agency policy. Chimes rewards excellence by providing a competitive compensation package. **Apply:** Only qualified candidates, who send a letter of interest including salary requirements and resume', will be considered. Send information to schristie@chimes.org or via fax at 410-358-6139. Qualified persons with disabilities are encouraged to apply. (Date listed: 1/13/12).

David Wheeler Honda KIA (561), if you are good with people and want to make money, you may be a good candidate to work in our **Sales Department** in Easton. Many of our best employees have come from outside with little experience. But, they had the right attitude. We will train you. Interested? **Apply:** Speak with Steve Rapp - 410-822-7717. (Date listed: 1/9/12).

Dorchester County Department of Social Services (562) is seeking a **Child Support Specialist II**. **Location:** 627 Race Street, Cambridge, Maryland 21613. **Salary:** \$32,091 - \$50,563 (Grade 12). **Duties:** This position is responsible for the Establishment, Enforcement and Maintenance of Child Support cases. Employees in this classification investigate and analyze child support cases and initiate appropriate actions to establish, maintain and enforce support payments for dependent children in accordance with applicable Federal and State laws, rules and regulations. **Qualifications:** Possession of an Associate of Arts degree from an accredited college or university in social services, human services, legal studies, public administration or similar fields of study; Two years of experience investigating and analyzing child support cases and initiating appropriate actions to establish, maintain and enforce support payments for dependent children in accordance with Federal and State laws, rules and regulations. **Notes:** Possession of a Bachelor's degree from an accredited college or university may be substituted for the required education; possession of a Bachelor's degree from an accredited college or university in social services, human services, legal studies, public administration or similar fields of study may be substituted for the required education and one year of the required experience; experience investigating and analyzing child support cases and initiating appropriate actions to establish, maintain or enforce support payments for dependent children in accordance with Federal and State laws, rules and regulations may be substituted for the required education on a year-for-year basis and experience determining eligibility for government assistance programs may be substituted for one year of the specific program experience. **Licenses, Registrations and Certificates:** Candidates appointed to this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

Apply: Submit a Maryland State Application (MS-100), proof of education and Foreign Degree Evaluation Report (if applicable), including a copy of a valid Maryland driver's license to: Linthia Mills, Dorchester County Department of Social Services; 627 Race Street, Cambridge, Maryland 21613. State applications may be obtained by calling 410-767-7414 or visiting our website at: www.dbm.maryland.gov; TTY users call Maryland Relay Service, 1-800-925-4434. Appropriate accommodations for individuals with disabilities are available upon request. Applications must be marked **Child Support Specialist II, Dorchester County DSS** and received or postmarked by **Tuesday, January 24, 2012** to be accepted. (Date listed: 1/10/12).

Driver needed (Part-time) (522) Handicapped individual seeking part-time driver/helper for light grocery/general shopping in Centreville and Easton. You must be reliable with cell phone and able to lift wheelchair in/out of vehicle. **Schedule:** About 2 hours, twice a week. This would be great for a student. Non-smoker preferred. **Salary:** Negotiable hourly pay. Contact Ed @ antlers10point@hotmail.com. (Date listed: 11/22/11).

Eastern Shore Regional Library, (560) serving eight county public libraries on Maryland's Eastern Shore is seeking an **Computer and Network Technician** and invites qualified team-oriented candidates with experience and knowledge to join our team. Under the direct supervision and leadership of the ESRL IT Department Manager, this position will maintain and develop library computer systems for the public libraries of Maryland's Eastern Shore. We are seeking someone who has the ability to work independently when needed, and is able to work a flexible schedule to accommodate system coverage. We are seeking an individual who has strong and effective communication's skills and a positive customer service orientation. Work includes integrated circulation/online catalogs, troubleshooting computer problems, installing computer hardware, applications, and peripherals, researching hardware and software and making recommendations for purchase, and other duties as assigned. **Qualifications:** Knowledge of computers and applications normally acquired through B.S. in computer science or equivalent combination of experience and training; a minimum of three years experience working with computer systems; some experience in networking at the TCP/IP level and good customer service skills. Knowledge of Linux, Windows operating systems, HTML and prior experience in libraries is a plus. A valid driver's license and a good driving record are required. A competitive salary and benefits package including: paid vacation, sick and personal leave, thirteen paid holidays, health insurance, MD State Retirement, and SECU membership. **Salary Grade** 9 with starting salary range of \$32,589 - \$48,884 (pending Board Approval). **Apply:** Submit a letter of interest, resume and three professional references to: Eastern Shore Regional Library 122-126 S. Division St., Salisbury, MD 21801 Attn: Personnel, IT Tech. **Resumes must be received no later than 4:00 PM, Friday, February 17, 2012.** Email: personnel@esrl.lib.md.us. Visit our website at www.esrl.org. (Date listed: 1/9/12).

Express Employment Professionals (566) are recruiting for experienced individuals in Office Services, Sales and Marketing, Engineering and Light Industrial. Benefits are available immediately. Current Openings:

- **Registration Clerk** in Seaford, experience in the medical field.
- **Customer Service** in Salisbury. Experience in banking or finance preferred.
- **Web Developer** in Denton. Entry Level.
- **Payroll/Retirement Coordinator** in Easton. 4+ years of experience.
- **Material Handler** in Stevensville, experience operating an electric pallet jack.
- **Machine Operator** in Stevensville, 1+ years of manufacturing experience.

Apply: 29466 Pintail Drive, Suite 1, Easton MD, or call 410-820-8888 or email: eastonmd@expresspros.com. (Date listed: 1/11/12).

HCR ManorCare (10) works with patients and their families to design an individualized plan of care that best addresses patient needs or those of their loved one. Being a leading provider of post-acute and rehabilitation services along with our nearly 60,000 employees has made us the preeminent care provider in the industry. Quality care for patients and residents is provided through a network of more than 500 skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home health care agencies. Discover the satisfaction of being part of the HCR ManorCare team providing more positive outcomes for everyone in our communities. HCR ManorCare offers their therapists: -The leading owner and operator of long-term care centers in the United States; -Network of more than 500 long-term care centers,

assisted living facilities, outpatient rehabilitation clinics, and home health care & hospice offices; - Medical/Dental; -Vision Discount Plan; -Legal Services Plan; -Educational Assistance; -Credit Union Membership; -Retirement. The following positions are available: **Physical Therapist** – Plans and administers prescribed physical therapy treatment program for patients/residents to restore function, relieve pain, and prevent disability following illness, disease, or injury. As a Physical Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Physical Therapist Assistant** – Performs physical therapy programs under the general supervision of a physical therapist unless the state practice is described differently. As a Physical Therapy Assistant professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding and services can all have an impact on your future. **Occupational Therapist** – Plans and administers prescribed occupational therapy treatment program for patients/residents to facilitate rehabilitation following illness, disease, or injury. As an Occupational Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Certified Occupational Therapy Assistant** – Perform occupational therapy programs under general supervision of an Occupational Therapist. Assist in administering programs involving functional skills. Instruct, motivate and assist residents in learning and improving functional skills. **Speech Language Pathologist** – Plans, organizes, and conducts speech therapy program to facilitate rehabilitation of patients/residents following illness, disease or injury. As a Speech Language Pathology professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding and services can all have an impact on your future. Contact James Glover at 866-427-2004 ext 110, fax 877-479-2652, or email james.glover@hcr-manorcare.com. (Date listed: January 2012-ongoing)

Job Fair

- **The Department of Veterans Affairs** (556) is hosting a free Career Fair and Expo on **January 18, 2012** from **8:00am to 7:00pm at the DC Convention Center**, 801 Mt. Vernon Place NW, Wash. DC 20001. Featured activities include assisting Veterans and Military Service Members with: Translating their military skills into language civilian employers understand; Building a competitive resume; Receiving career coaching; Attending workshops on interviewing skills and resume building; Interviewing for available positions in the Federal and private sectors; Learning about your education benefits through the Post-9/11 GI Bill; Sign up for eBenefits and health care services and Learning about small business opportunities. Bring proof of your military service. Please visit the event website at VAforVets.com/DC learn more! (Date listed: 1/4/12).

Kent School (509) **Part-Time CDL Drivers** wanted. Passenger experience desired **Apply:** Contact Don Sullivan, Business Manager at 410-778-4100 ext 14 or dsullivan@kentschool.org. (Date listed: 12/6/11).

LaMotte Company seeking a

- **Production Coordinator** (517) 2nd Shift. You will report to 2nd shift Prod. Mgr.; supervise staff of six; oversee production, safety, efficiency & compliance with all SOPs, and work closely with QC Tech to assure product meets quality specs. Requires operating equipment, assembling and recordkeeping, mechanical aptitude and supervisory skills. Must be able to transport up to 50 pounds and handle a pallet jack loaded with cases of product (450 pounds). Monday thru Friday, 3:45 pm to 12:30 am. Includes great benefits. (Date Listed: 1/13/12)

Apply or send resume to: LaMotte Company, 802 Washington Ave., Chestertown, MD 21620 or email to mcoakley@lamotte.com.

Maryland State Lottery Agency (565) seeking a **VLT Casino Compliance Officer (12-2043-966) Administrative Specialist III**. This is a position-specific recruitment for the Maryland Lottery Agency. The resulting eligible list will be used to fill several positions at the various casinos throughout the State of Maryland. **Location:** Statewide. **Salary Range:** \$32,091 to \$50,563 (starting \$35,700). **Duties:** Casino

Compliance Officers are responsible for performing casino compliance duties at the Maryland State Lottery Agency licensed gaming facilities. Employees in these positions are responsible for certifying revenue from the Video Lottery Terminals (VLT), receiving complaints from the public, receiving shipments of State-owned equipment, monitoring facility employees and vendors and ensuring that various aspects of the casino's internal controls and security surveillance and responsible gaming plans are adhered to, performing licensing functions and ensuring the integrity of the VLT gaming operation. In addition, employees in these positions are responsible for conducting investigations, when warranted into the following: operation of the VLT, maintenance of the VLT and associated equipment and software and any other investigations as the Lottery may deem necessary. The Casino Compliance Officer will be based at various Maryland locations and will report to the Maryland State Lottery Agency headquarters in Baltimore when necessary. These positions report to the Casino Compliance Manager. Individuals must be willing to work all shifts, and are deemed essential employees during a declared State Emergency. Employees in these positions are subject to call-in 24 hours per day. **Minimum Qualifications:** Completion of 60 credit hours at an accredited college or university and two years of experience in administrative or professional work. Notes: Candidates may substitute experience at the rate of one year of administrative or professional experience for 30 credit hours of education for up to 60 credit hours of the required education; and candidates may substitute a bachelor's degree from an accredited college or university for the required education and experience. **Preferred Qualifications:** (Please document this information on your application for full consideration.): Law enforcement experience (including investigative or undercover); military experience; experience working in security; experience working in a casino and experience writing investigative reports. Please note on your application if you are bilingual. List the language(s) in which you are fluent. **Examination:** The examination will consist of a rating of training and experience. Applicants will be rated based on the information provided on their applications. Therefore it is important to complete your application accurately and completely. You must report all experience and education that is related to this position. Make certain to describe your job duties and responsibilities and the amount of time you spent at each job. **Apply:** Applicants must submit a completed State of Maryland (MS-100) job application to: Yvonne Clark-Drayton, Human Resources Officer, Human Resources Department, Maryland State Lottery Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230. Applications may be obtained from the Maryland State Lottery Agency's Human Resource Division or by visiting: www.workformaryland.com. **Closing Date:** Open and Continuous (Date listed: 1/11/12).

Massage Therapists and Estheticians: (557) Grand opening of **Hand and Stone** in Annapolis Harbour Center in early **January, 2012**. Hand and Stone is rapidly expanding across the US and provides massage and facials and waxing services 7 days a week. We are seeking candidates that are professional, enthusiastic, and motivated with excellent communication skills. Part time and Full time positions available. Evening and weekends required. **We provide:** Flexible schedules; ongoing training; steady clientele; product supplies; energetic and supportive environment and variable commission based on performance. **Therapist requirements:** Customer service oriented; ability to perform Swedish, Deep Tissue and Hot Stone; ability to up sell clients; skilled, knowledgeable and experienced. **Esthetician requirements:** Customer service oriented; Ability to perform customized facials using Dermalogica and Clarity products, peels, microdermabrasion and waxing; ability to up sell clients; skilled, knowledgeable and experienced and continued training in provided advanced skincare techniques. **Apply:** Please email resume to awolfe@handandstone.com and/or call Anne Wolfe, Owner, at 410-980-9217. Please provide available hours and indicate level of flexibility. (Date listed: 1/4/12).

Miltec UV (535) is hiring for 3 positions.

- **Quartz Fabricator Trainee** - Perform production processes in Bulb Shop that require entry-level quartz fabrication skills. Learn the processes, procedures, and techniques required to assume duties and responsibilities of Quartz Fabricator. Learn entry-level quartz fabrication techniques, and the operation of manual lathes, automated equipment, manual or electronic test and inspection tools. Inspection and Testing of quartz fabrications using required tools, fixtures and gages. Learn proper use of oxygen/ propane torches. **Salary:** Hourly: \$11.00- \$11.50.
- **Electromechanical Assembler** - Perform manufacturing duties to include making of liners, shutters and cables, ignition bulbs, and various other part assemblies. Assemble electrical back panels/cabinets.

Assemble and wire lamp housings. Read blueprints for assembly and fabrication. Maintain clean work environment. Follow published Work Instructions and Procedures. **Salary:** Hourly: negotiable, depends on experience.

- **Electronics Technician/Designer** - Design, build and troubleshoot UV power supplies, electronic systems and instrumentation. Hands-on approach to testing and developing, improving and repairing UV equipment. Associates Degree in Electrical/Electronic Engineering required. Proficient Basic AutoCAD, Solidworks or similar software. Proficient in use of electronic testing equipment. **Salary:** Hourly: negotiable, depends on experience.

Apply: Please email your resume and cover letter to HR@miltec.com or fax: 410-604-2906. (Date listed: 12/7/11).

Nannies4hire.com (49) Over 700 families registered at www.nannies4hire.com. We have Full-time, part-time, short-term live-in and live-out positions available nationwide. Register online at www.nannies4hire.com to view and contact families directly. (Date listed: Jan. 2012-ongoing)

Nannies of Nebraska (93) has been in business since 1987. We receive new families daily. Jobs are available nationwide. Nannies must make a one-year commitment. General responsibilities include: childcare, light housekeeping, grocery shopping, errands, driving, and laundry for children and light meal preparation. The family is responsible for your transportation to the job and home after your commitment. Call 1-800-730-2444 to apply, or apply online at www.nanniesofnebraska.com. (Date Listed: January 2012 - ongoing)

Office of Representative Andy Harris, M.D. (398) is announcing **Internship Program** for college students. It is an opportunity to gain first-hand knowledge of Capitol Hill, the legislative process and the unique communities and constituents of Maryland's First Congressional District. The Internships are unpaid and offered on a full or part-time basis. Work hours are from 9 AM to 5 PM, Monday through Friday. **Requirements:** 2.8 GPA; willingness to work at least 10 hours per week; interpersonal communication skills; mature and responsible attitude; ability to multi-task, prioritize; strong writing and speaking skills; familiarity with Microsoft Word, Excel, Outlook and Adobe and have completed at least one semester of college-level work prior to beginning the internship. Priority is given to students from the First District). **Responsibilities:** Opening mail; answering telephones; entering computer data; referring letters sent by other Member's constituents; responding to constituent requests; attending congressional hearings and lectures (DC); assisting with special projects, including legislative research; assisting with constituent casework (District offices) and other special projects important to the Congressman's office. Interns are accepted throughout the year. **Apply:** For more information please call Miles Butz at 410-643-5425 or email miles.butz@mail.house.gov. (Date listed: 9/1/11).

Practically Perfect Nanny (85) a childcare referral business looking for **Nannies** and **Babysitters**. Nanny and Babysitter candidates will be screened and interviewed. Qualified candidates will be referred to families in need of child care based on the family's needs and preferences. Child care related experience and education is preferred. For information or to schedule an interview, call Rhonda Becker, 443-262-1500. Mail resume to placement@practicallyperfectnanny.com. (Date listed: January 2012 - ongoing)

Prince George's Community College (212) Go to <http://jobs.pgcc.edu> for available jobs, required hours, qualifications, criteria and to apply online, or call 301-322-0613 (voice) to request an application. TTY users call thru MD Relay (7-1-1). Prince George's Community College, Largo, MD is an AA/EOE institution. (Date listed: January 2012 - ongoing)

Prince George's County Department of Social Services (550) is seeking a **Program Manager II-Bureau Chief, Foster Care and Adoption**. This is a Management Service position that serves at the pleasure of the Appointing Authority. **Location:** Prince George's County Department of Social Services; Child Adult & Family Services Division; 925 Brightseat RD, Landover, MD 20785 - Centre Pointe. **Salary:** \$52,950 - \$85,017. **Nature of Work:** The Program Manager II is a managerial level of work in the Management Services of the State Personnel Management System. The position is responsible for directing the foster care and adoption services program(s) through the management of staff and financial resources. **Responsibilities:** The position oversees implementation and approves revisions of the program(s) by establishing overall policies and procedures. It establishes program goals, standards and controls to meet

program objectives. It oversees and manages the personnel and financial resources of the program(s). It develops short and long-range plans for program operations and resources. It determines organizational structure and staff needs. It oversees development and training of program staff and it plans, coordinates, supervises and evaluates the work of subordinate supervisors. It represents the Department in a liaison capacity with managers and officials of other agencies concerning program activities. **Qualifications:** Master's Degree in Social Work as determined by the State Board of Social Work Examiners under the licensing requirements for a graduate social worker. (A master's degree with the specific major of "Social Work" is the only acceptable educational qualification for this position). **Experience:** Seven (7) years of experience in the public welfare system including providing services in cases involving foster care and adoption suspected child or adult abuse or neglect, out of home placement, guardianship or emergency protective orders. Four (4) years of the above experience must have been in an administrative, supervisory, or consultative capacity. **Licenses, Registrations and Certificates:** Candidates must be a Licensed Certified Social Worker-Clinical (LCSW-C) certified by the Maryland State Board of Social Work Examiners or possess a comparable license from another state that is transferable. **Special Requirements:** Candidates who have not already done so must complete an approved training program and pass a competency test. Employees are required to meet mandatory standards for continuing education as determined by the Department of Human Resources. **Apply:** Applicants who meet the minimum qualifications must submit a completed MS100, resume, a copy of the MSW degree and license by **January 25, 2012** to: PGCDSS, Attention: Valora Witter, 805 Brightseat Road, Landover, MD 20785 – fax 301-909-7117. You may obtain the application at www.dbm.maryland.gov. (Date listed: January 4, 2012).

Pro-Temps – Staffing Solutions (447) we match jobs and talent on Maryland's Eastern Shore. Call the Pros at 410-822-4648, 800-787-4648; fax 410-822-5538. 8133 Elliott Road, Suite 5, Easton, MD 21601. www.protempsstaffing.com, info@protempsstaffing.com. (Date listed: January 2012 - ongoing)

State of Maryland (202) **Family Services Case Workers** - \$31,461-\$56,438; **Casework Specialist/Social Workers** - \$35,568-\$64,282; **Social Work Supervisor** - \$42,867-\$68,626. Our Children Need You! Are you a social worker or a social work student preparing to graduate from school? Or do you have a degree in the behavioral sciences? The Department of Human Resources (DHR) is the State of Maryland's human service agency. We are looking for caring, compassionate and committed social workers and caseworkers to join our team of child welfare professionals. This is a challenging career. You will work with Maryland's most vulnerable children and families to provide a safe, secure and healthy home environment. DHR needs social workers and caseworkers like you, but more than that, our children need you too. Help a child, change the future. Vacancies are located in several of our local departments of social services throughout the State of Maryland. These positions provide services to individuals or families in cases involving suspected child or adult abuse or neglect, out of home placement, guardianship, emergency protective orders or adoption. For detailed information on the required education and experience or to obtain an application, please visit our website at www.dhr.state.md.us/jobannnc.htm. To submit your application, please visit our website at socialworkcareers@dhr.state.md.us. If you have additional questions, please call 410-767-7862 and leave a brief message with your name and telephone number. (Date listed: January 2012-ongoing)

SUNTRUST BANK (541) is hiring:

- **Branch Managers** - (4 yrs experience with sales or financial services to include 2 yrs leadership/coaching).
- **Assistant Branch Managers** (2-3 yrs sales or financial services experience to include cash handling).
- **Financial Services Representatives** - (3 yrs sales experience with the ability to meet sales and service goals).

For a complete list of SunTrust's current open positions, please visit our website and **apply:** www.suntrust.com/careers. (Date listed: 12/13/11).

The Inn at Perry Cabin (564) job openings (all positions are full-time, unless otherwise noted):

- **Executive Chef** – Responsible for all aspects of managing the kitchen and culinary personnel, ensuring the quality preparation of all menu items and proper handling & storage of all food items in

accordance with standards; coordinate the purchase of all food; develop menus and maintain food and labor costs.

- **Guest Relations Agent** – Ensure that the highest caliber of service is being offered to all guests in accordance to the Standards of Service provided by Orient Express Hotels, so that all of their expectations are met or exceeded. This individual will maintain an active role in the lobby interacting and engaging with all guests.
- **Sous Chef** – You must have the ability to execute all areas of the kitchen. Must have the ability to supervise and execute all meal periods, work closely with Chef on food quality, cost and payroll and implement new menus. Must have a 2-year culinary degree.
- **Junior Sous Chef** - You must have the ability to execute all areas of the kitchen. Must have the ability to supervise and execute all meal periods, work closely with Sous Chef on food quality, cost and payroll and implement new menus. Must have a 2-year culinary degree.
- **Part-time Porter** – You will ensure that all guests are greeted properly and receive the highest caliber of guest service to ensure their arrival and departure experience is pleasurable and informative. You must be customer service oriented, able to lift/push/pull a minimum of 50 pounds and able to work a flexible schedule to include weekend and holidays. You must be at least 21 years of age.
- **Pastry Cook** – You must have the ability to work all the stations in Kitchen, Ability to complete work in a timely, accurate and thorough manner. Certification and culinary training or apprenticeship required. Culinary degree preferred.

Apply: Please contact Tonya Brinkley, Director of Human Resources at tbrinkley@perrycabin.com or Christine Githiomi, HR Assistant at cgithiomi@perrycablin.com for more information on application process, salary and/or job requirement details. You can also, fax your resume' to 410-745-5356; visit us online at www.perrycabin.com or email recruitment@perrycabin.com. (Date listed: 1/10/12).

UMBC (563) The Maryland Adult Literacy Resource Center at UMBC is seeking a qualified professional for the position of **Program Coordinator/Adult Education Professional Development Specialist**. This is a part time (32 hours/week) grant-funded position with benefits in the Department of Education.

Responsibilities: Works with Program Director to provide statewide Adult Education professional development activities to local Adult Education program leadership team members, coordinators and teachers; UMMC employee; analyzes the professional development needs of programs; designs, develops, implements, and evaluates statewide professional development activities, including workshops, trainings, action research and online courses; co-designs, monitors and evaluates a yearly statewide professional plan based on the state Adult Education initiatives and priorities; monitors and evaluates local adult education program implementation of state required professional development activities; partners with the UMBC Education Department to inform the development and recruit student cohorts for an Adult ESL Graduate Certificate Program; provides content expertise in the development of Adult Education online courses; applies for special project grants aligned with the needs and priorities of the Maryland Adult Education State Plan, implements acquired grants and meets all reporting and fiscal requirements; partners with other agencies to provide professional development activities to Adult Education professionals in Maryland. **Qualifications:** Master's Degree in Education, TESOL, Instructional Systems Development or related field; 3 years teaching Adult Education (ABE, GED, ESOL, Family Literacy); 3 years providing professional development to Adult Education practitioner; and 3 years managing/coordinating an Adult Education program. **Salary:** \$44,000-\$47,200 per year plus benefits for a 12-month, 32-hour work week. **Apply:** Submit a cover letter, resume' and contact information for three professional references **by January 18, 2012** (resumes will be accepted until the position is filled) to: Katherine Ira, ALRC Director, UMBC Education Department, 1000 Hilltop Circle, ACIV-A Wing Room 107, Baltimore, MD 21250; email: ira@umbc.edu. (Date listed: 1/4/12).

UniSite Design, Inc. (558) is a manufacturer of high-quality commercial grade site furnishings, such as benches, litter receptacles and tables. We are looking for a **Machinist** to support our manufacturing facility in Denton, MD. **Responsibilities** include, but are not limited to, working independently and as a team within our Maintenance Department to support production needs. Ideal candidate should have the ability to use specialty machine tools, such as lathes, milling machines, and CNC machining centers to produce precision parts. Must have the ability to fabricate and modify parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and

machining procedures. Must possess the ability to write basic CNC programs, modify existing programs, and tend CNC machines. Daily activities will include receiving requests from production, engineering, and other departments for items to be made using specialty machine tools. Among other things, these requests will include custom robot welding fixtures, precision parts, and machine tooling. **Minimum Requirements** that must be met: At least 2 years experience working with machining equipment as a machinist, machine setter, operator, or tender; must have knowledge of set-up, operation, and inspection of typical machine shop equipment (such as listed above); ability to read and interpret CAD Drawings; able to work with tolerances as specified on drawings; must have the ability to design and manufacture custom welding fixtures and machine tooling given the desired part or product; must work with high level of accuracy and efficiency and ability to work independently as well as in a team and complete assignments on time. Excellent benefit package offered. **Apply** in person at 1105 Park Lane Denton, MD 21629 or online: <https://home.eease.adp.com/recruit/?id=1132461>. (Date listed: 1/5/12).

Wicomico County Department Of Social Services (559) is recruiting for the position of **Fiscal Accounts Clerk II**, Division of Family Investment. **Salary:** \$26,783 - \$41,816 Grade 9. **Location:** Salisbury, MD 21801. **Duties:** The main purpose of this position is to process daily cash receipts deposits from mail log for FMIS, Public Assistance, Administration, Rental Assistance and Emergency Fund; process C.A.R.E.S. Manual Issuance request daily, and process Emergency Fund-FEMA, RAP-to-Work, local funds and Administration working fund payment requests; maintain FEMA, RAP-To-Work, C.A.R.E.S and Emergency logs and fund controls; process 1099's for RAP-To-Work and AFS. This position also works directly with the Overpayment coordinator to ensure accurate record keeping of all agency overpayments, as well as reconciliation of all accounts for reporting. **Qualification:** Graduation from an accredited high school or possession of a high school equivalency certificate and two years of experience reviewing, verifying, recording, adjusting and balancing financial transactions. It is imperative to list all computer and software experience on your application pertaining to your job duties. **Apply:** Qualified candidates who are interested in applying must submit a Maryland State Application (MS-100) to: Darci Wilson, Personnel Office, Wicomico County Department of Social Services, 201 Baptist Street, Suite 27, Salisbury MD 21801. Applications must be marked "**Fiscal Accounts Clerk II**" **Announcement number "12-4518-942"** and be postmarked no later than **January 23, 2011** to be accepted. (Date listed: 1/5/12).

Zurich North America (567) is seeking a **Legal Secretary** for Owings Mills, MD. **Salary:** within 35k to 65k. **Job summary:** Performs a broad range of secretarial, administrative, and clerical support for one or more attorneys. Organizes and maintains all files relating to litigation and administrative matters under direct supervision of attorneys; responsible for assisting the attorney(s) with secretarial and clerical duties including transcription, typing, filing and data entry; maintains calendar for assigned attorney(s), office database for cases, and organization of assigned cases. Also requires knowledge of document formats of a legal nature such as contracts, briefs, summonses, complaints, and motions; may have client, counsel and witness contact requiring discretion and judgment. Under moderate supervision, performs basic legal research for BU or SSU attorneys; may assist in other legal work, including contract preparation, visa application, licensing activities and regulatory matters involving insurance departments. Provides appropriate research results for inclusion in collective paralegal research database. **Qualifications:** High School Diploma or equivalent; 3 or more years of related experience; requires knowledge of legal terminology and document format such as contracts, briefs, summonses, complaints, and motions; ability to efficiently use Dictaphone and PC for word processing and database functions with working knowledge of Microsoft Office software; demonstrates good customer service skills; effective oral and written communication skills with knowledge of correct grammar, spelling, and punctuation usage; must understand technical legal terminology; PC literate with proficiency in the use of Lotus Notes, Excel, Windows or other equivalent software and familiarity with internet research, including Lexis-Nexis and NELS and familiarity with litigation management software systems a plus. **Apply:** Go to http://careers.peopleclick.com/careerscp/client_zurich/external/search.do, go to search by position ID and enter in I.D. # 25832 and click search. (Date listed: 1/12/12).